



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

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Issuance:	9	<b>Auditory Screenings for Students (Regional Schools)</b>	Revised:
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**SUBJECT:** Auditory Screenings for Students in Department of Children and Families (DCF) Regional Schools

**EFFECTIVE DATE:** December 5, 1986

**REVISED:** May 14, 2007

### A. PURPOSE

To identify students in DCF Regional Schools who may need further evaluation for a potential hearing problem that may impact their intellectual, emotional, social, speech or language development.

### B. STANDARDS

1. As appropriate and feasible, auditory screenings shall be conducted for students in DCF Regional Schools who are:
  - a. Entering a DCF Regional School with no record of a recent audiometric screening (within 6 months);
  - b. Referred to the child study team for evaluation; or
  - c. Referred for screening by a teacher, by a parent/guardian/ residential provider or at the student's own request.
2. Auditory screenings shall be conducted annually for students who are enrolled in any DCF Regional School for longer than a year.

3. The audiometric screenings for students at a DCF Regional School shall be conducted with an audiometer which is calibrated annually in accordance with ANSI S 3.6 – 1969, American National Standard Specifications for Audiometers.
4. Students who cannot respond to the traditional audiometric screening utilized at a Regional School may be referred for a more appropriate evaluation.
5. The parent/guardian/residential provider of each student shall be notified, in writing, if the student does not pass the audiometric screening.

**C. PROCEDURES**

1. The auditory screenings shall be conducted by individuals who are trained in audiometric screenings.
2. The audiometric screening shall be documented by the examiner on the “Audiological Screening” form (Attachment 1).
3. Prior to the screening, the screener shall determine the equipment being utilized has been calibrated within the current year and is in good working order.
4. The screener shall explain the procedure to the student to reduce the student’s anxiety.
5. Each student shall be screened individually at 20 dB HL in a quiet screening area at the following frequencies: 500Hz, 1000Hz, 2000Hz, 3000Hz, and 4000Hz.
6. If a student fails the first screening, an otoscope shall be used to look into the external ear canal to identify any condition which might interfere with hearing. If there is a possible problem, the screener shall notify the student, as appropriate, and his/her parent/guardian/ residential provider and recommend the student receives treatment for the condition.
7. A student who fails to respond to any one frequency in either ear shall be screened again in two to four weeks.
8. A student who fails to respond to the same frequency or frequencies in the same ear on the second valid screening shall be considered to have failed the screening and shall be referred for further evaluation.
9. A student who fails to respond to a different frequency or different frequencies on the second screening shall be considered to have failed the screening and shall be screened a third time within two weeks.

10. A student who fails to respond to any one frequency on the third screening shall be considered to have failed the screening and shall be referred for further evaluation.
11. For each student who fails the audiometric screening or was unable to be evaluated, the examiner shall provide a copy of the completed Audiological Screening form (Attachment 1) to the parent/guardian/ residential provider along with the cover letter (Attachment 2).
12. All services, referrals, follow-up, etc. related to a student's audiometric screening shall be documented by the school's nurse on the Health History and Appraisal Health Record (Form A-45).
13. Any health-care provider documentation shall be filed in the student's individual health record.

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**Attachments:**

[Attachment A-1](#): Audiological Screening

**Note: This is a reproduction of a signed document. The original document is on file with the DCF Office of Education**